

CITY OF HOUSTON

PLANNING & DEVELOPMENT DEPARTMENT

CERTIFICATE OF APPROPRIATENESS APPLICATION

- ☛ Complete all information. Incomplete applications may cause delays in processing.
- ☛ If you have questions or need help, please call the Planning & Development Department at 837-7796.

To Be Completed by Staff

Date accepted as complete: ____ / ____ / ____

HPO File Number: ____ - ____

Accepted By: _____

Building Permit Number: _____

≡ APPLICANT INFORMATION

Owner's Name	
Address	
City	State
Zip Code	Day Phone Fax Phone
Signature	Date

Agent's Name (if applicable)	
Address	
City	State
Zip Code	Daytime Phone
Signature	Date

⚡ SITE INFORMATION

Site Address
General description

Tax account number	
Subdivision	
Lot	Block

⊏ ATTACHED DOCUMENTATION [as required]

- A current photograph of the subject of the application.
- *Either:*
 - A rendering of the exterior of the subject structure as it will appear upon completion of the proposed activity, **or**
 - A description of the proposed activity or work intended to be undertaken including:
 - A listing of materials to be used.
 - A description of the proposed changes to the existing structures or site.
- A copy of plans and specifications required to secure a building permit.

└ **NOTE:** Refer to Sections 33-240 through 33-247, *Houston Code of Ordinances*, for a listing of optional items that may be submitted in support of an application and a listing of the criteria to be used as a basis for decision.

⊏ PROPOSED ACTION [check all that apply]

[definitions on back]

☐ demolition

☐ relocation

☐ alteration

☐ restoration

☐ rehabilitation

☐ new construction

☐ excavation

☐ mandatory repair

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